

## **Administrative Regulations:**

### **ACADEMIC RENEWAL ADMINISTRATIVE REGULATIONS ( 17360)**

The open door policy of the community college provides students of diverse abilities and aspirations with an opportunity to achieve success. Some students find that their early attempts at college have not been successful. It is not uncommon for students to return to college later and achieve a higher degree of academic success.

The academic renewal policy provides for the alleviation of previously recorded, substandard academic work that does not reflect the student's current scholastic ability. In accordance with Title 5, section 55046, Napa Valley College will allow students to disregard up to 30 semester units of substandard course work (D's and F's) from the calculation of their grade point average.

- I. To qualify for academic renewal, the student must meet the requirements outlined below:
  1. The student must have completed at least 15 semester units with at least a C grade in all coursework completed subsequent to the work to be disregarded. These units may be earned at Napa Valley College or another accredited institution; and
  2. The courses eligible for removal from the calculation of the student's GPA must have been completed at least three successfully enrolled terms (semester or summer sessions) before they apply for academic renewal. To qualify as a successfully enrolled term, all subsequent work may not include D, F, I, NC and NP grades; and
  3. Generally, the circumstances that qualify a student for academic renewal are related to personal issues which prevented them from achieving their academic potential. Only substandard evaluative grades (D, F) will be removed from the calculation of the student's GPA.
  
- II. A student does not qualify for academic renewal, if the following requirements are not met:
  1. The student has requested academic renewal in the past. Napa Valley College will honor only one Academic Renewal in the lifetime of the student.
  2. Courses that are in progress are not counted toward subsequent coursework. All coursework must be completed.
  
- III. To apply for academic renewal the student must:
  1. Complete the request for academic renewal form.
  2. Meet with the student to discuss the petition.
  3. Submit the completed form to the Admissions and Records Office.
  4. Student must attach official transcript(s) for any subsequent coursework that was completed at another institution.

**Napa Valley College**  
**Admissions and Records Office**  
**Petition for Academic Renewal Instructions**

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The academic renewal policy provides for the alleviation of previously recorded, substandard academic work that does not reflect the student's current scholastic ability. In accordance with Title 5, section 55046, Napa Valley College will allow students to disregard up to 30 semester units of substandard course work (D's and F's) from the calculation of their grade point average.

To qualify for academic renewal, you must meet with requirements outlined below:

1. You must have completed at least 15 semester units with at least a C grade in all coursework completed subsequent to the work to be disregarded. These units may be earned at Napa Valley College or another accredited institution;  
**AND**
2. The courses eligible for removal from the calculation of your GPA must have been completed at least three successfully enrolled terms (semester or summer sessions) before you apply for academic renewal. To qualify as a successfully enrolled term, all subsequent work may not include D, F, I, NC and NP grades;  
**AND**
3. Generally, the circumstances that qualify a student for academic renewal are related to personal issues which prevented them from achieving their academic potential. Only substandard evaluative grades (D, F) will be removed from the calculation of the student's GPA.

You will not qualify for academic renewal, if:

1. You have requested academic renewal in the past. Napa Valley College will honor only one Academic Renewal in the lifetime of the student.
2. Courses that are in progress are not counted toward subsequent coursework. All coursework must be completed.

To apply for academic renewal:

- Complete the request for academic renewal form
- Meet with a counselor to discuss your petition
- Turn in your completed form to the Admissions and Records Office
- Please attach an official transcript for any subsequent coursework that was completed at another institution.

Please Note: You will receive an e-mail after your petition is reviewed. The Admissions and Records Office needs at least two weeks to process your petition.